

WILLIAM MACHIN DOCTORAL SCHOLARSHIPS FOR EXCELLENCE LINCOLN UNIVERSITY

REGULATIONS

1. Purpose

The William Machin Doctoral Scholarships For Excellence - Lincoln University are awarded for the purpose of encouraging postgraduate study and research at Lincoln University.

2. Number/Value

The number and value of scholarships to be awarded in any year shall be determined by the William Machin Memorial Research Fund Trust Board (“the Trust Board”).

3. Eligibility

- (1) Scholarships will be open to people who are eligible to register as candidates for the degree of Doctor of Philosophy at Lincoln University.
- (2) A scholarship may be awarded to a person who is not eligible to register as a candidate for Doctor of Philosophy at Lincoln University provided he or she becomes eligible to register by 1 January, or by such other date as may be determined by the University in a particular case.
- (3) If a candidate awarded a scholarship under 3(2) above does not become eligible to register for Doctor of Philosophy at Lincoln University by 1 January or by the date determined under the provisions of 3(2) above, then the award will lapse.

4. Selection Criteria

The scholarship will be awarded based on the following criteria:

(1) Academic Merit

A minimum grade point average equating to an A- (80%) average is required in order to be eligible to apply for the scholarship.

(2) Financial hardship

(3) Benefit to New Zealand

(4) Career aspirations

(5) Applicants must be New Zealand Citizens or Permanent Residents

5. Selection Committee

The scholarship shall be awarded based on a recommendation of a selection committee which shall comprise of:

(1) The Convenor of the Lincoln University Scholarships Committee, or nominee

(2) A representative of the William Machin Research Fund Trust Board, namely the Vice Chancellor or nominee

(3) The Chancellor of Lincoln University, or nominee

(4) Faculty representatives of the Lincoln University Scholarships Committee

The selection committee may refrain from making an award if it finds no candidate of sufficient merit.

The selection committee may invite applicants to attend an interview as part of the selection process.

6. Tenure

The following conditions of tenure shall apply.

(1) Every scholarship shall be tenable for a maximum of three years from the commencement date of the tenure of the scholarship, unless the candidate is already registered for a PhD as stated in 6 (3) below.

(2) The tenure of the scholarship shall begin at the commencement of the Semester immediately following the award.

- (3) Where an applicant for a scholarship has been registered for the degree of Doctor of Philosophy prior to the commencement of the scholarship, the tenure of the scholarship shall be reduced by the period the applicant has already been registered for that degree.

7. Programme of Research

During the tenure of the scholarship, every scholar shall be enrolled as a full-time student for the degree of Doctor of Philosophy at Lincoln University.

8. Deferral/Temporary Suspension of Study

- (1) The scholar may apply to defer commencement of the scholarship for a period of up to six months from the date of the proposed commencement provided he or she notifies the Scholarships Office in writing of his or her request to do so at least two weeks before the date of commencement.
- (2) Once the scholarship has commenced, the Vice-Chancellor, at his or her discretion, may grant a temporary suspension of the scholarship, without emolument, for up to one year having taken into account the scholar's circumstances and the progress of the study.

9. Payments

- (1) The value of the scholarships shall be determined by the Trust Board. The stipend shall be paid by fortnightly instalments in arrears, according to the tenure of the scholarship.

Note: The current stipend value is \$30,000 per annum.

- (2) The first payment shall be made as soon as practicable after the student has registered for the degree of Doctor of Philosophy at Lincoln University.
- (3) In addition to the stipend the scholarship covers an amount equivalent to the New Zealand students' tuition fee for the degree of Doctor of Philosophy at Lincoln University, provided that Lincoln University's contribution towards fees will be reduced by an amount equal to the sum available for fees from any other scholarship received by the student up to the value of the relevant New Zealand students' tuition fee. This amount is payable annually by way of a credit in the scholar's fees account.
- (4) At the request of the scholar, the amount of the stipend may be reduced to an amount specified by the scholar.

10. Co-Tenure

- (1) Except as provided in 10(2) and 10(3) below a scholarship shall be tenable with any other scholarship, bursary or award unless the conditions of the other award preclude it.
- (2) A scholarship is not tenable with a Lincoln University Doctoral Scholarship.
- (3) Where a scholar holds other awards while also holding a William Machin Doctoral Scholarship for Excellence, then the value of the scholarship may be reduced in circumstances to be determined by the Vice-Chancellor.

Note: (i) Where the total value of the scholarship and the other awards exceed \$42,000, then the value of the emolument component of the William Machin Doctoral Scholarship for Excellence will be reduced by \$1 for every dollar by which the value of the awards exceeds \$42,000.

11. Positions of Emolument

- (1) A scholar is expected to devote his or her whole time to study for the degree of Doctor of Philosophy.
- (2) A scholar may hold a position of emolument while receiving a scholarship provided that he or she meets the University's requirements for registration as a full-time student for the degree of Doctor of Philosophy.

Note: In order to meet the university's requirements for registration as a full-time PhD student, a scholar may work no more than ten hours per week during the academic year.

12. Reviews of Progress

- (1) The Scholarships Office shall, twice annually, request from the Dean of the Faculty in which the scholar is registered, a report on the scholar's progress.
- (2) If the University, at any time, is satisfied that the scholar is not diligently pursuing his or her studies; or is not complying with the conditions of the scholarship; or is not making satisfactory progress, then the University may suspend or terminate any scholarship or require the forfeiture of any proportion of the scholarship emolument.

13. Concessions

The Selection Committee may relax or modify the application of any of these regulations in special circumstances or in order to avoid hardship to any scholar or candidate for a scholarship.

14. Applications

Candidates shall submit applications no later than 1 October to the Scholarships Office via email scholarships@lincoln.ac.nz

**WILLIAM MACHIN SCHOLARSHIP FOR EXCELLENCE
APPLICATION FORM**

Student Information	
Family Name:	
First Name/s:	
Date of Birth:	
Citizenship:	NZ Citizen: <input type="checkbox"/> NZ Permanent Resident <input type="checkbox"/>
Postal address:	
Email address: <small>Please ensure your address is correct and legible.</small>	
Mobile number:	
Lincoln Student ID Number: <i>(if known)</i>	

Academic Information	
Programme of Study at Lincoln University:	
List all tertiary institutions you have previously studied at:	
Highest Tertiary Qualification achieved:	
Provide copies of academic transcripts for all tertiary qualifications from any institution other than Lincoln University.	<input type="checkbox"/> <i>(tick when attached)</i>
Please list other scholarships you have been awarded in the last two years.	
Please list any Academic Distinctions:	
Please list any employment history relevant to your area of research.	

Financial Information	
Please indicate your intended means of financial support. Mark all boxes that apply:	Student Allowance <input type="checkbox"/> Student Loan <input type="checkbox"/>
	Parental support <input type="checkbox"/> Part-time employment <input type="checkbox"/>
	Other (Please give details) <input type="checkbox"/>

Research Information	
Please outline your research interests and how this research will be of benefit to New Zealand.	<input type="checkbox"/> (tick when attached)
Please list the title/s of any theses or publications you have submitted:	

Career Information	
Please outline your intentions on completion of your degree.	<input type="checkbox"/> (tick when attached)

References	
Please request two confidential academic letters of reference to be submitted via email as attachments to scholarships@lincoln.ac.nz .	
Please provide the name, title, address, phone number and email address for your two referees:	
Referee 1:	Referee 2:
All emailed letters of reference must be received directly from the person providing the reference (not from the student applicant).	

Declaration: I declare that the information contained in and provided in connection with this application is true and correct. I acknowledge that giving false or misleading information is a serious offence.	
Signature:	Date:

Please submit your application to the Lincoln University Scholarships Office no later than 1 October via email.

Scholarships Office
Lincoln University
PO Box 85084
Lincoln 7647
Christchurch

Phone: (03) 4230065
Email: scholarships@lincoln.ac.nz

Web: www.lincoln.ac.nz/Apply/Scholarships

PRIVACY PROVISIONS

The information requested in this application form and your academic record will be used solely for the purposes of assessing your application for the Scholarship(s) for which you are applying. Personal information contained in this application will be made available to members of the Selection Committee for this award, the membership of which is detailed in the award regulations.

Lincoln University undertakes to store your application in a secure place in the event that you are successful in gaining an award or are selected as a reserve candidate for an award, and to destroy your application to preserve its confidentiality in the event that you are unsuccessful in gaining an award.

Should you have reason to believe that information held about you in either your application or your academic record is incorrect, you have the right of access to, and correction of, that information.

Personal references from the persons you have named are obtained on the strict understanding that they are confidential, and you may not have access to those reports without the written authorisation of the author.

I, agree to the above conditions with respect to my scholarship application(s) to Lincoln University.

Signed:.....

Date:.....

ADVICE TO APPLICANTS

Applications must arrive by the date shown on the application form. No undertaking is given to accept late applications.

It is your responsibility to contact your referees, and ask them to send their references to the Scholarships Office. References should be clearly marked with your name and the name of the scholarship(s) for which you are applying. Referees should **not** be asked to send their references to you, as they must have the opportunity to be completely frank. Non receipt of referees reports or incomplete applications, may prejudice your eligibility.

If requested please do not send original birth certificates or other original documents. Send only copies that have been certified by a J.P, a solicitor, or a staff member in the university registry. Lincoln University accepts no responsibility to return original documents.

Please email applications to scholarships@lincoln.ac.nz

If you have any queries regarding your eligibility or how to apply, please contact the Scholarships Office on 0800 10 60 10 or scholarships@lincoln.ac.nz.